

**Missouri State Library
Office of the Secretary of State
Library Services & Technology Act
Guidelines and Application**

LearningExpress Library 2006
(Formerly **LearnATest**)

The Missouri LSTA Five-Year Plan for 2003-2008 identified a goal of helping library users become comfortable with new approaches to library collections and services. In 2003, the Missouri State Library developed a *LearnATest* pilot project to allow libraries to experiment with this approach to learning. Seventeen libraries participated and agreed to evaluate the efficacy of *LearnATest* for their staff and patrons over a nine-month period. The reported response was positive all round. Fourteen additional libraries chose to participate in *LearnATest* beginning in the fall of 2004. Six more libraries chose to participate in the *Learning Express Library* in 2005.

LearningExpressLibrary is a Web-accessible, interactive resource from LearningExpress, a prominent publisher of test preparation, career guidance, and skill building books. *LearningExpressLibrary.com* offers a more convenient way to prepare for academic or professional exams. Test preparation and skill building materials are perennially popular in libraries, but also high-loss materials. More information about the *LearningExpress Library* program is available on the [MLNC Web site](#). Note that the newest version has additional "Featured Resources for Public Libraries."

Based on the positive response from the pilot project libraries, the Missouri State Library is pleased to offer a 2006 opportunity for eligible libraries to purchase a one-year license for *LearningExpress Library* through MLNC, with LSTA funds.

The State Library will provide grantees:

- A one-year license to use *LearningExpress Library* from Learning Express, in your main library and up to five branches. The license will begin on October 1, 2006. The library may choose to include more than five branches at its own expense.
- Assistance with evaluation of the *LearningExpress Library* service.
- A marketing allowance of up to \$400.00.

Who may apply:

- Public libraries eligible for state aid who **do not currently subscribe to *LearningExpress Library***. 100% grant funded—first year
- Public libraries that were 2005 awardees may reapply. A 25% match of local funds is required.
- Public libraries that were 2004 awardees may reapply. A 50% match of local funds is required.
- Public libraries in 2005 Pilot Project may reapply. A 75% match of local funds is required.
- Public previously subscribing with 100% local funds may apply. A 75% match of local funds is required.

Project objectives:

- Help library patrons try out, learn, and use a new technology resource.
- Help library patrons improve their test taking skills.
- Assist patrons with personal goals related to employment and education.
- Encourage patrons to make greater use of the library as a personal and community resource.

Grantee Library agrees to:

- Designate a staff member as the point of contact for the project.
- Install *LearningExpress Library* access for use by the public in all locations.
- Conduct orientation sessions for staff in use of *LearningExpress Library*; and allow staff time to learn the product through the tutorials.
- Promote use of the program in the community. *LearningExpress Library* provides subscribers with press releases, posters and bookmarks.
- Use evaluation measures for the project provided by the State Library.
- Participate in other evaluation activities, such as keeping usage statistics for *LearningExpress Library*. The software provides usage statistics and other reports.
- Market *LearningExpress Library* to the library patrons to insure that the public is familiar with this service.

Payment schedule:

- Grants up to \$20,000: 100% of *LearningExpressLibrary* subscription upon award.
- Grants over \$20,000: 90% of *LearningExpressLibrary* upon award. 10% upon submission of final report.
- All market allowance funds will be paid upon submission of final report.

Application Deadline: July 24, 2006 (postmarked). Faxed applications will not be accepted.

Grant period: September 1, 2006 – July 31, 2007.

Mail completed application to:

Diana Very, LSTA Grants Officer
PO Box 387
Jefferson City, MO 65102
Phone: 1-800-325-0131, ext. 16
E-mail: diana.very@sos.mo.gov

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

Missouri State Library
Library Services and Technology Act
LearningExpress Library Grant Application Form – 2006

Section 1 – General Information:

Name of library: _____ TIN#: _____

Address: _____

City: _____ Zip Code: _____

County: _____

Phone: _____ Fax: _____

Library Director: _____

Project Director (contact person): _____

E-mail address of project director: _____

LSTA funds requested: _____
(See budget worksheet on following page to calculate this amount.)

Local match required: _____
(See budget worksheet on following page to calculate this amount.)

Section 2 – Budget Information:

1. Grant applicant is (please check one of the following):

- ☐ Public library eligible for state aid and not currently subscribed to *LearningExpress Library*
- ☐ 2005 LearningExpressLibrary grant recipient
- ☐ 2004 LearnATest grant recipient
- ☐ 2003 original LearnATest pilot grant recipient
- ☐ My library is a subscriber to LearningExpressLibrary at 100% local funds

2. *LearningExpress Library* licenses may be purchased through Missouri Library Network Corporation (MLNC) at a 15% discount. Libraries must be MLNC affiliate members to receive the discount. Public libraries participating in the Show Me the World project are affiliate members. Is your library an MLNC affiliate member? ☐ Yes ☐ No

3. Library system population (2000 Census): _____

4. Libraries may apply for LSTA funds for the main library and up to five branches. Additional branches must be supported with local funds. How many branches will offer *LearningExpress Library* at your library?

- ☐ Five or fewer ☐ More than five; list number: _____

ATTENTION: YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION.

5. Please use the following pricing guide to determine the costs for your library, and complete the appropriate budget worksheet on the following pages.

Population Served	List Price (up to 5 branches)	15 % Discounted Price	Each Additional Branch Over 5
5,000	\$1,589.00	\$1,350.00	\$103.95
5,001-10,000	\$2,230.00	\$1,896.00	\$103.95
10,000-50,000	\$3,193.00	\$2,715.00	\$103.95
50,001-150,000	\$4,797.00	\$4,075.00	\$157.50
150,001-400,000	\$9,087.00	\$7,725.00	\$157.50
400,001-700,000	\$16,350.00	\$13,900.00	\$200.00
700,001-1,000,000	\$31,750.00	\$26,990.00	\$200.00
1,000,001-2,000,000	\$53,656.00	\$45,610.00	\$200.00

NOTE:

If your library is a:

--**1st year grant** applicant who is currently a non-subscriber to LearningExpressLibrary, submit pages 3, 5 and 10.

--**2nd year** (2005 initial year) applicant for the LearningExpressLibrary grant, submit pages 3, 6 and 10.

--**3rd year** (2004 initial year) applicant for the LearningExpressLibrary grant, submit pages 3, 7 and 10.

--**4th year** (2003 original pilot grant) applicant for the LearningExpressLibrary grant, submit pages 3, 8 and 10.

--**1st year applicant who subscribes** to LearningExpressLibrary at 100% local funds, submit pages 3, 9, and 10.

6. Budget Worksheet for **libraries not currently subscribing to LearningExpress Library.**

a. *LearningExpress Library* license cost for your library: \$_____

Note: Base price includes five or fewer branches only.

b. Additional branches over the first five: _____ x _____ = \$_____

(# of branches)

(cost per branch)

c. Marketing allowance, up to \$400.00 \$_____

Total LSTA funds requested: (6a plus 6c) \$_____

★ Question 6a is the amount eligible for LSTA grant funds. Question 6b is the amount of local matching funds required. Please write these amounts in the space provided on page 3 in Section I: General Information.

d. Provide assurance that your library is not a current subscriber to *LearningExpress Library* (formerly *LearnATest*).

My library does not currently subscribe to *LearningExpress Library/LearnATest*.

Library Director's signature

Date

7. Budget Worksheet for **2005 initial grant award library**.

a. *LearningExpressLibrary* license cost for your library: \$ _____

Note: Base price includes 5 or fewer branches only.

Subtract 25% of cost: - \$ _____

Amount eligible for LSTA funds: = \$ _____

b. Additional branches over the first five: $\frac{\text{_____}}{(\# \text{ of branches})} \times \frac{\text{_____}}{(\text{cost per branch})} = \$ \text{_____}$

c. Local funds for license (25% of the license cost from 7a): \$ _____

Add amount from question 7b: + \$ _____

Total amount of local matching funds required: = \$ _____

d. Marketing allowance, up to \$400.00 \$ _____

Total LSTA funds requested: (7a plus 7d) \$ _____

★ Question 7a is the amount eligible for LSTA grant funds requested. Question 7c is the amount of local matching funds required. Please write these amounts in the space provided on page 3 in Section I: General Information.

8. Budget Worksheet for **2004 initial grant award library**.

a. *LearningExpress Library* license cost for your library: \$ _____
Note: Base price includes 5 or fewer branches only.

Subtract 50% of cost: - \$ _____

Amount eligible for LSTA funds: = \$ _____

b. Additional branches over the first five: $\frac{\text{_____}}{(\# \text{ of branches})} \times \frac{\text{_____}}{(\text{cost per branch})} = \$ \text{_____}$

c. Local funds for license (50% of the license cost from 8a): \$ _____

Add amount from question 8b: + \$ _____

Total amount of local matching funds required: = \$ _____

d. Marketing allowance, up to \$400.00 \$ _____

Total LSTA funds requested: (8a plus 8d) \$ _____

★ Question 8a is the amount eligible for LSTA grant funds requested. Question 8c is the amount of local matching funds required. Please write these amounts in the space provided on page 3 in Section I: General Information.

9. Budget Worksheet for **2003 initial pilot program library.**

a. *LearningExpressLibrary* license cost for your library: \$ _____
Note: Base price includes 5 or fewer branches only.

Subtract 75% of cost: - \$ _____

Amount eligible for LSTA funds: = \$ _____

b. Additional branches over the first five: $\frac{\text{_____}}{(\# \text{ of branches})} \times \frac{\text{_____}}{(\text{cost per branch})} = \$ \text{_____}$

c. Local funds for license (75% of the license cost from 9a): \$ _____

Add amount from question 9b: + \$ _____

Total amount of local matching funds required: = \$ _____

d. Marketing allowance, up to \$400.00 \$ _____

Total LSTA funds requested: (9a plus 9d) \$ _____

★ Question 9a is the amount eligible for LSTA grant funds requested. Question 9c is the amount of local matching funds required. Please write these amounts in the space provided on page 3 in Section I: General Information.

10. Budget Worksheet for **libraries who have previously paid with 100% local funds**

a. *LearningExpressLibrary* license cost for your library: \$ _____
Note: Base price includes 5 or fewer branches only.

Subtract 75% of cost: - \$ _____

Amount eligible for LSTA funds: = \$ _____

b. Additional branches over the first five: $\frac{\text{_____}}{(\# \text{ of branches})} \times \frac{\text{_____}}{(\text{cost per branch})} = \$ \text{_____}$

c. Local funds for license (75% of the license cost from 10a): \$ _____

Add amount from question 10b: + \$ _____

Total amount of local matching funds required: = \$ _____

d. Marketing allowance, up to \$400.00 \$ _____

Total LSTA funds requested: (10a plus 10d) \$ _____

★ Question 10a is the amount eligible for LSTA grant funds requested. Question 10c is the amount of local matching funds required. Please write these amounts in the space provided on page 3 in Section I: General Information.

Section 3 – Narratives:

(Attach a separate sheet, with library name at top of page.)

- 1) In one or two paragraphs, explain why your library would like to participate in the project and use *LearningExpress Library* materials. Be sure to address the need for these materials in your service area.
- 2) Marketing plan: describe how the funds would be used. Allowable costs: printing brochures and flyers, newspaper ads, radio public service announcements, tip sheets, and posters. Not allowable costs: promotional items including pencils, pens, balloons, etc. Include in your narrative how your library might use the marketing packet provided by *LearningExpress Library*.

Section 4 – Certification and Signature:

The signature of the Library Director is required or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal.

Type name of Library Director

Date

Signature, above official (in blue ink)

Mail one copy of this completed application form to:

Diane Very, LSTA Coordinator/Grants Officer
Missouri State Library
PO Box 387
Jefferson City, MO 65102-0387
Phone: 1-800-325-0131, ext. 16
E-mail: diana.very@sos.mo.gov

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Grant period: September 1, 2006 -- July 31, 2007.

YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES